

POSITION AVAILABLE

FAIR HOUSING PROGRAM ASSISTANT

The Fair Housing Center of Southwest Michigan (“the Center”) seeks a Program Assistant to assist the Director of Enforcement and Advocacy in fulfilling the Center’s mission of promoting integration and working to eliminate housing discrimination. The Program Assistant will primarily fill the role of intake specialist and testing coordinator. He/she will also provide informational housing counseling services. All duties must be conducted confidentially, and in compliance with all federal, state, and local regulations as well as professional standards. **Starting Salary Range:** \$30,400 to \$37,000.

For the position, an **ideal candidate** will be an individual who:

Is knowledgeable of Southwest Michigan

Is able to communicate effectively in non-English settings

Has demonstrated commitment to ensuring civil rights for all

Is a highly motivated self-starter

Has critical thinking and analytical skills

Has demonstrated the ability to work collaboratively with others in a challenging environment

Has experience in a nonprofit, community-based agency; preferably for a housing services agency

Has experience working with diverse community groups

Is highly organized and detail-oriented

Has demonstrated excellent verbal and written communication skills

Has a Bachelor’s degree in a human service field or equivalent experience and education

Is proficient in computer hardware and software, including Microsoft Office applications

Has the demonstrated ability to achieve results independently while efficiently managing multiple projects

Is committed to high quality work and products

If you possess many of these attributes, please deliver or mail a resume with a cover letter stating salary requirements to **Fair Housing Center of Southwest Michigan, 405 W. Michigan, Suite 6, Kalamazoo, MI 49007**.

No phone calls, please.

Deadline: Monday, 4:00 PM, August 10, 2014